

**SECRET**

*adm - 13.6*

**DD/S&T-962-71**

**30 March 1971**

**MEMORANDUM FOR: Chairman, Agency Task Force on Reports Reduction**

**SUBJECT: S&T Directorate Goals**

1. This memorandum is in response to your request of 12 November 1970 (PPB 70-2244) for an interim report of progress and projection of accomplishments towards a \$17,000 reduction goal for administrative/management reports in this Directorate.

2. The reports management inventory, previously submitted, consisted of Directorate requirements (approximately 38%) with the balance (62%) attributable to regulatory requirements.

3. Within the Directorate required reports we have eliminated two reports and managed cost savings in another resulting in a savings of \$6,400. We expect future saving, as yet unidentified, of \$6,600. Total cost savings in this area are estimated at \$13,000.

4. In the area of regulatory required reports we estimate a future cost savings of \$4,000 due to the availability of the Automated Budget Control System for use in conjunction with the submission of the Office Budget Estimates and the Combined Program Call.

*SIGNED*

**DD/S&T Representative**

25X1

O/DD/S&T/  
Distribution: (30 Mar 71)

- Orig - Addressee
- 1 - EO/DD/S&T
- 1 - Budget Br/S&T
- 2 - DDS&T Registry

**DD/S&T  
FILE COPY**

**SECRET**